



June 5, 2015

Position Vacancy Listing

Return completed City Employment Application to:

**City of Kannapolis; Human Resources
246 Oak Avenue
Kannapolis, NC 28081**

WEBSITE: www.kannapolisnc.gov

Position Title: Administrative Assistant
Position #: To be assigned
Department: Planning
Starting Salary: \$14.63 - \$22.68 per hour
Hours of Work: 8:00 am - 5:00 pm (Monday thru Friday)

SUMMARY OF DUTIES: Provides customer service in person, by phone and through written correspondence. Performs specialized administrative support activities for the daily operations of the Planning and Zoning, including preparing correspondence and written communication; completing delegated tasks from the Planning Director; and preparing and maintaining confidential records. Addresses citizen, employee, and other customer inquiries regarding city and department services, activities, policies, and procedures; assists with researching information and referring individuals to the appropriate source of information. Provides backup assistance to the Planning Technician to include issuance of permits and waivers. Composes, types and edits a variety of correspondence, reports, memoranda, presentations, spreadsheets and other material requiring independent judgment as to content, accuracy, and completeness. Serves as Clerk to the Board of Adjustment and Planning and Zoning Commission; prepares and distributes meeting notices, agendas, advertisements, and minutes. Serves as departmental purchasing agent; maintains departmental office supplies and materials inventory; enters purchase orders; prepares receiving reports and requests payment of invoices. Receives, reconciles and prepares daily deposit; reconciles invoices and processes for payment. Maintains a variety of electronic records; generates and distributes reports as requested. Assist with the regular maintenance of the City's website and intranet. Will serve as Notary Public for the Department. Work will be performed under the general supervision of the Planning Director.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. Work is performed usually performed in an office environment. Physical activity related to this position may include sitting, reaching, standing, climbing stairs, stooping, feeling, pushing, pulling, kneeling, walking, fingering, grasping, talking, hearing, and repetitive motions. The employee must occasionally lift and/or move up to 25 pounds. Sufficient visual acuity is required to prepare and analyze data and figures, operate a computer terminal, and do extensive reading. An employee in this position will not be substantially exposed to adverse environmental conditions.

EDUCATION AND QUALIFICATIONS: Graduation from an accredited college or university with an Associates degree or higher in business or closely related field, or any equivalent combination of related education and experience equivalent to graduation from an accredited college or university with major course work in business or related field, and three to five years of administrative secretarial experience; or any other combination of education and work experience that provides the necessary knowledge, skills, and abilities to perform the essential functions of the job.

EQUAL OPPORTUNITY EMPLOYER

This position has been determined to be non-exempt by the Fair Labor Standards Act.



KNOWLEDGE, SKILLS and ABILITIES: Thorough knowledge of municipal organization and functions; knowledge of office management; knowledge of City codes, rules, regulations, record keeping practices, and record retention and disposal schedules; knowledge of customer service principles; ability to exercise independent judgment and discretion; ability to plan, organize and manage multiple projects and priorities; ability to creatively and effectively prepare, edit and design reports and other publications; basic mathematical skills; strong office skills and demonstrated proficiency in the use of computers and applicable software applications; ability to research, interpret and apply policies; ability to establish and maintain effective working relationships with others and to interact and communicate in a cordial and professional manner with the coworkers, supervisor, the general public, etc., to exchange or convey information and to receive work direction; ability to speak effectively in public; ability to attend meetings or perform other assignments at locations outside the office; ability to perform work with a high degree of accuracy and attention to detail.

SPECIAL REQUIREMENTS: Must be able to acquire and maintain a valid Notary Public certification in North Carolina.

CLOSING DATE: Applications must be received by 5:00 p.m. - Monday, June 22, 2015

EQUAL OPPORTUNITY EMPLOYER

This position has been determined to be non-exempt by the Fair Labor Standards Act.